

15 January 1960

MEMORANDUM FOR :

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SUBJECT : Report of Cable Secretariat Operations for the Year 1959

1. Cables Processed

a. During the calendar year 1959 the Cable Secretariat reproduced and disseminated 135,596 IN cables, 51,771 OUT cables and 12,912 TD's for a total of 200,279 items. This is an average of 11,300 IN cables, 4,314 OUT cables and 1,076 TD's per month. In addition, the Cable Secretariat processed 10,646 work units in the category of requests for additional dissemination, action changes, etc., making a total workload of 210,925 items. This is 14,422 or 7% less than calendar year 1958. The Director was furnished 11,287 cables or 39% less than were furnished in 1958.

b. A review of cable traffic for the last three years 1956, 1957 and 1958 shows that this is the first time in the last three years that traffic has decreased. The reduction in traffic is possibly due to the Book Dispatch No. 1052 sent to all Chiefs of Stations and Bases in January 1959 in which was requested that the Chiefs of Stations and Bases review the procedures and practices and make any changes necessary to ensure that cable traffic be reduced.

2. Personnel

a. At the close of 1959 the Cable Secretariat had an on duty strength of  persons against a T/O of  and ceiling of . Our ceiling up to July 1959 was  however, in August 1959 we were advised that our T/O was reduced to  for FY 1960 and to  for FY 1961. On the basis of a ceiling strength of  persons we are four persons short. However, we have been deliberate in filling these vacancies because traffic was reduced by 7% and we have been exploiting every means of improving our procedures so that we will need the minimum number of people to do our job.

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b. During the year we lost 16 persons - 2 Cable Analysts, 6 Clerk Typists, 4 Mail and File Clerks, 2 Offset Press Operators, 1 Clerk and 1 Secretary-Steno. Two Cable Analysts, 2 Mail and File Clerks, 3 Clerk Typists and 1 Clerk transferred to other components of the Agency. Three Clerk Typists and 1 Secretary-Steno resigned to take up housekeeping duties. Two Offset Press Operators and 1 Mail and File Clerk resigned to seek outside employment and 1 Mail and File Clerk retired on disability retirement. Offsetting our losses we gained 12 persons - 1 Cable Analyst, 6 Mail and File Clerks and 5 Clerk Typists. This year we lost 5 more persons than last year and gained 12 persons which is the same as last year.

### 3. Cable Secretariat Career Service Panel

The Cable Secretariat Career Service Panel met 12 times during 1959 for the transaction of personnel career business involving  persons. Individual career programs were drafted for all personnel on duty six months or more. A statistical summary of Panel operations follow:

1. Promotions recommended	-	<input type="text"/>
2. Promotions denied	-	<input type="text"/>
3. Fitness reports reviewed	-	<input type="text"/>
4. Transfers and resignations reviewed	-	<input type="text"/>
5. Career considerations other than promotions	-	<input type="text"/>

### 4. Training Program

a. Agency training facilities appropriate for our personnel accounted for 28 Cable Secretariat personnel having attended one or more courses during the year. In addition, 19 persons have completed internal Cable Secretariat training courses developed by the Cable Secretariat and approved by the Office of Training. Also 18 persons attended 2 Cable Secretariat Seminars for Cable Analysts. Normal on-the-job training given to new personnel is not included in the above figures.  and myself attended 2 courses given by the

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American Management Association. I attended the course on "Surveying Cost Reduction Opportunities and Techniques in Office Operation" at Colgate University and [ ] attended the seminars on "Planning and Administering the Office Work Simplification Program" and "The Management of Small Office Operations" which were held in New York.

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b. [ ], from the Office of Training, surveyed our Cable Typist Training Program. The course developed for this program was considered by [ ] to qualify as creditable on-the-job training under the provisions of [ ]. The Cable Typist Training Program is designed to provide on-the-job training to Typists assigned to the Cable Secretariat. We stress the need for the Cable Typist to recognize the need for a high standard of typing accuracy and to assist him in improving his typewriting skill through the review of proper typewriting techniques, in improving his work habits, and building his confidence in his skill through perfection of that skill.

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#### 5. DD/I Review of Incoming Traffic

In May 1959 we were advised that the review each month of one days incoming traffic by a DD/I representative would no longer be necessary.

#### 6. Genetal (Achievements for 1959)

a. The Cable Secretariat proposal to place intelligence cables, including those received in a one-time pad system, on a TD form with a cable cover-sheet was adopted and is working well. It is a real factor in expediting the flow of intelligence reports to the Intelligence Community.

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b. [ ] (Assistant CSDO), [ ] (Chief, Reproduction, Mail, and File) and [ ] (Releasing Officer) were each awarded \$100.00 for their suggestions during 1959. Their suggestions helped to increase the efficiency of the Cable Secretariat.

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c. We started preparing cables containing non-CIA texts in sterile format in order that copies might be passed by the action unit to State Department or other Agencies simply by detaching the first page.

d. We are about to conclude our participation in the test in which flexowriter tapes containing intelligence information reports are air-mailed to Headquarters and processed by the Cable Secretariat on a flexowriter. Having proven the system to be workable, we will drop out of it in the near future when the tape will be routed direct to the area divisions for processing.

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e. We have established the Cable Secretariat Management Review Panel and are well on our way in conducting a comprehensive management survey of the Cable Secretariat. The Management Review Panel has met 3 times and has reviewed 27 suggestions, approved 14, disapproved 7 and on a trial basis has approved 6.

f. The overtime on all but two shifts on week-ends has been reduced from 8 hours to 7 hours. By reducing the overtime to 7 hours per person we not only save money but also make available a little reserve to meet unforeseen emergencies. It also enables us to provide without any increase in cost adequate coverage of an Offset Press Operator when IWOQ goes into 24 hour operation.

g. We completed a study on possible benefits to be obtained from use of the Haloid Model 914 Office Copier and are looking forward to obtaining such a copier early in calendar year 1960.

  
Cable Secretary

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